

POLICY: PROFESSIONAL QUALIFICATIONS & REQUIREMENTS

POLICY STATEMENT: It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that a Provider shall meet all professional qualifications and requirements in order to serve individuals with developmental disabilities.

DETAILED POLICY STATEMENT

1. A Provider shall ensure that services provided to an Individual:
 - a. meet the needs of the Individual;
 - b. conform to the Individual's Individualized Support Plan (ISP); and
 - c. are provided by qualified personnel as required under this article.
2. A Provider shall maintain documentation that:
 - a. the Provider meets the requirements for providing services under 460 IAC 6 and DDRS policy; and
 - b. the Provider's owners, directors, officers, employees, contractors, subcontractors or agents meet the requirements for providing services under 460 IAC 6 and DDRS policy.
3. A Provider and its owners, directors, officers, employees, contractors, subcontractors or agents shall receive initial and at minimum annual training in the protection of an Individual's rights, including:
 - a. respecting the dignity of an Individual;
 - b. protecting an Individual from Abuse, Neglect, and Exploitation;
 - c. implementing Person centered planning and an Individual's ISP;
 - d. communicating successfully with an Individual; and
 - e. DDRS incident reporting, including:
 - i. DDRS's current policy on incident reporting;
 - ii. the Provider's incident reporting policies and procedures, and
 - iii. BQIS' internet website for use by any person for reporting DDRS incidents per the DDRS current policy.
4. All training shall be provided in compliance with Title I of the Americans with Disabilities Act of 1990 as regards reasonable accommodation.
5. The documentation for all training sessions attended by the owner, director, officer, employee, contractor, subcontractor or agent shall be in compliance with the "Personnel Policies and Manuals" policy.

DEFINITIONS

“BDDS” means bureau of developmental disabilities services as created under IC 12-11-1.1-1.

“FSSA” means Indiana Family and Social Services Administration, established per IC 12-8-1-1, which works with Indiana's families, children, senior citizens, people with disabilities and people with mental illness, providing services to promote self-sufficiency, independence, health and safety.

REFERENCES

IC 12-8-8-4

IC 12-9-2-3

IC 12-11-1.1-1

Approved by: Julia Holloway, DDRS Director